

**CAPITAL IMPROVEMENT PLANNING ADVISORY COMMITTEE
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF SPECIAL MEETING

Monday, February 11, 2013 at 5:30 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Dale Nelson, Len Norton, Joseph Sauerhoefer, Al Rodrigue, Kathleen Pippin, and Richard P. Pippin, Jr.
Members Absent: Joseph Pellegrini
Others: Catherine Cabral
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 5:37 p.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

II. Attendance

Dale Nelson
Len Norton
Al Rodrigue
Kathleen Pippin
Richard P. Pippin, Jr.
Joseph Sauerhoefer
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

III. Public Participation

None.

VI. New Business

a. Approval of February 4, 2013 Meeting Minutes

It was **MOVED** (Sauerhoefer) and **SECONDED** (K. Pippin) and **PASSED** (5-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, and J. Sauerhoefer; Opposed – None; Abstained – Al Rodrigue) that the Capital Improvement Planning Advisory Committee approves the February 4, 2013 Special Meeting Minutes as presented.

b. Discussion of Capital Improvement Plan and Presentations

Ms. Cabral began discussing the chart she had given to all Committee Members for their review. She indicated that when she went through the projects and figures after the last meeting, she noted that the high school exterior door project was in the project totals twice. The total security projects for the school district including the high school doors should be \$171,057 and not \$150,000. This notation is done on the last page of the chart. A discussion was held regarding the additional monies that could be used on other projects. It was ultimately decided that an additional \$40,000 would go into the Town Hall boiler project, making that project \$90,000 budgeted and \$20,000 for the removal of oil tanks for the Board of Education. In doing so, the total projects requested would be \$1,011,337.

A brief discussion was held.

It was **MOVED** (Sauerhoefer) and **SECONDED** (K. Pippin) and **PASSED** (5-0) (In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, and J. Sauerhoefer; Opposed – None; Abstained – Al Rodrigue) that the Capital Improvement Planning Advisory Committee accepts the \$1,011,337 CIP Plan or little less than 3% of the over all budget. The plan is attached hereto and marked as Exhibit A.

Ms. Menard indicated the project list and recommend budget for the CIP will be presented to the Board of Selectmen at the next regular meeting of February 19, 2013. She also indicated she will draft a memorandum to the Board of Selectmen and Board of Finance indicating that it was the consensus of the Committee that if cuts are to be made to the projects, a specific amount should be cut and the Committee will then reconvene to determine which projects should be cut. Mr. Pippin mentioned that he would recommend the Building Committee to be handling any upgrades to town buildings.

V. Adjournment

It was **MOVED** (Sauerhoefer) and **SECONDED** (K. Pippin) and **PASSED** (4-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, J. Sauerhoefer, and A. Rodrigue; Opposed – None; Abstained – None) that the Capital Improvement Plan Advisory Committee adjourns the February 11, 2013 Special Meeting at 6:04 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

| CIP 2014 - NEW PROJECTS | Ranking by Dept* | Amount Requested | Reserves in CNRF Pro Forma Thru 8/13/09 | FYE 2014 New Projects | **CIP Comm Ranking FY13-14 | Comments |
|--|---------------------|---------------------|---|--------------------------|-------------------------------------|----------|
| CIP Committee agreed at its January 30 meeting to recommend 3% of previous year's budget for CIP - \$1,024,724 | | | | | | |
| *Dept Ranking: M=Mandated or obligated, C=Critical repair/improvement, S=Scheduled repair or improvement, D=Deferrable | | | | | | |
| ** Committee ranking is 1-5 (1 = highest priority . . . 5 = lowest priority) | | | | | | |
| Chip Sealing Roads | S | 375,000 | | 75,000 | 11 | |
| Vehicles (2/3) | C | 465,335 | | 67,000 | 11 | |
| Revaluation for 10/1/2017 | M | 200,000 | | 40,000 | 11 | |
| Cont'd Implementation & Update GIS System | C & A/B | 80,000 | | 10,000 | 11 | |
| Plow Trucks | C | 750,000 | | 150,000 | 14 | |
| Boiler Asbestos Removal/Boiler Replace | C | 250,000 | | 90,000 | 14 | |
| Generator | C | 52,000 | | 52,000 | 15 | |
| Financial Software | D | 26,000 | | 13,000 | 17 | |
| Town Wide Drainage | S | 375,000 | | 50,000 | 19 | |
| Facility Equipment | C | 100,000 | | 10,000 | 20 | |
| WHPFD/BBFD-Thermal Imaging Cameras (2 each) | C | 54,280 | | 28,000 | 21 | |
| ACO Vehicle | C | 20,481 | | 20,000 | 21 | |
| P&R Vehicle/Equipment Replacement | C | 200,000 | | 20,000 | 21 | |
| Light Towers | C | 35,994 | | 18,000 | 21 | |
| EW Parks Projects | C/S | 130,000 | | 25,000 | 22 | |
| BBFD Supply Hose of 3 Pumpers | C | 35,000 | | 10,000 | 22 | |
| Pavement Management/System Upgrade | C | 7,500,000 | | 50,000 | 25 | |
| POCD Update | M | 100,000 | | 20,000 | 26 | |
| BBFD Gear Washer/Dryer & Gear Replacement | | 75,000 | | 20,000 | 27 | |
| Car and/or Van | C | 27,000 | | 12,000 | 29 | |
| WHPFD-SCBA Replace Bottles | C | 22,375 | | 10,000 | 29 | |
| Town Wide Sidewalks | C | 100,000 | | 10,000 | 29 | |
| Grant Funding | D & B | 125,000 | | 10,000 | 30 | |
| BBFD-Replace Engine Tank 339 | C | 750,000 | | 10,000 | 34 | |
| BOE Removal & Install Underground Oil Tank | M | 90,000 | | 20,000 | 36 | |
| *BOE Security Upgrades | C | 171,337 | | 171,337 | | |
| | | 12,109,802 | | 1,011,337 | | |

Capital Improvement Planning Advisory Committee Special Meeting

02/11/2013

| | | | | | |
|--|---|-----------|---|----|--|
| HS-Replace Exterior Doors | C | 54,653 | 0 | 20 | |
| Department Flooring | C | 24,100 | 0 | 24 | |
| Repair & Addition to Salt Receiving & Storage Shed | C | 32,360 | 0 | 24 | |
| MS-Redesign & Update | C | 69,500 | 0 | 31 | |
| Irrigation & Well Installation | D | 46,000 | 0 | 32 | |
| My Senior Center Software | C | 31,000 | 0 | 33 | |
| Dial A Ride New Vehicle (Town Portion) | M | 20,000 | 0 | 33 | |
| HS-B Wing Roof Replacement | C | 80,000 | 0 | 34 | |
| Upgrade CAT5/CAT6 Wiring & Install Temp Control | C | 200,000 | 0 | 34 | |
| MS-Boiler Replacement | C | 250,000 | 0 | 34 | |
| Playground Replacement Plan | S | 137,000 | 0 | 36 | |
| WHPFD-Replacement Brush Truck | M | 100,000 | 0 | 37 | |
| WHPFD-Replace Engine 638 | M | 1,000,000 | 0 | 37 | |
| HS-Auxiliary Gym Connector & Install of Beam | C | 50,000 | 0 | 37 | |
| HS-Renovate Girls/Boys Showers & Locker Rooms | C | 78,000 | 0 | 37 | |
| HS-Removal/Replacement Windows | C | 200,000 | 0 | 37 | |
| MS-Replace Windows | C | 150,000 | 0 | 38 | |
| MS-Roof Replacement | C | 1,750,000 | 0 | 38 | |
| Boundless playground Phase II | S | 79,000 | 0 | 39 | |
| MS-Storage Shed | C | 75,000 | 0 | 39 | |
| BB-Sanding/Finishing Gym & Stage | S | 25,000 | 0 | 40 | |
| BB-Repair & Remodel 4 Student/3 Staff Bathrooms | S | 78,490 | 0 | 40 | |
| MS-Renovate Girls/Boys Locker Rms | C | 451,000 | 0 | 41 | |
| BB-Removal all Asbestos Floor Tile | C | 350,000 | 0 | 41 | |
| Insulated File Cabinets | C | 18,400 | 0 | 42 | |
| MS-Air Conditioning | S | 150,000 | 0 | 42 | |
| MS-Removal of Absestos Tiles | C | 1,119,000 | 0 | 42 | |
| HS-Air Condition Areas of School | S | 310,000 | 0 | 44 | |
| Senior Center Design Plans | C | 150,000 | 0 | 45 | |
| Commercial Refrigerator/Freezer | C | 21,000 | 0 | 45 | |
| Laptop/Printer | C | 1,050 | 0 | 45 | |
| WHPFD-Replace Parking Lot Bridge St. Fire Station | C | 125,000 | 0 | 46 | |
| WHPFD-Replace Bridge St Parking Lot | C | 125,000 | 0 | 46 | |
| WHPFD-Renovate Bridge St. Fire Station | S | 1,750,000 | 0 | 46 | |
| Front Desk | C | 922 | 0 | 46 | |
| Shredder | C | 1,000 | 0 | 46 | |

*(HS Exterior Doors-\$54,653.)

21,212,277

1,011,337

